

Appendix 3B

Miscellaneous guidelines and instructions

This appendix contains the following attachments:

- 3.6A Workers' Compensation for Civil Service Employees
- 3.8A Emergency Actions

Attachment 3.6A

Workers' compensation for civil service employees

1. Workers' compensation

This Appendix tells you how to apply for workers' compensation benefits as a civil service employee. The Federal Employee Compensation Act (FECA) provides workers' compensation benefits for civil service employees who are injured or become ill on the job. It also provides benefits to the survivors of those who die from job-related injuries or illnesses.

If you are a contractor employee, follow your company's process to apply for workers' compensation benefits.

2. Applying for workers' compensation as a civil service employee

To apply for workers' compensation, you must:

- a. Tell your supervisor and go to the JSC Clinic if you have a job-related injury or illness.
- b. Complete a JSC Form 340, "JSC Report of Occupational Injury or Illness."
- c. Call the compensation specialist at (281) 483-1132 to discuss your benefits and request a Form CA-1. Complete the Form CA-1, have your supervisor sign it, and hand-carry it to the Injury Case Manager at the Occupational Health Clinic, Building 8, room 244-D (or send it to Mail Code SD-32) as soon as possible and within 2 days of the injury or illness.

If you are injured, you must file a written notice of your injury on a Form CA-1 within 30 days of the injury to qualify for continuation of pay.

- f. Get prior authorization from the compensation claims specialist before you seek private medical care. If it is an emergency, you may get private medical care without authorization. You must contact the compensation claims officer or specialist during the next working day.
- g. Provide all information required to process your claim.
- h. Submit to a medical examination if required to determine whether you are medically disabled. If you don't submit to a medical examination, your claim may be denied.
- i. Return to your job if you are found fit for full duty.
- j. Accept a light duty assignment if you are partially disabled. Your attending doctor will determine your workload and length of time on light duty.

3. What to do in an emergency

If an employee is injured in an emergency:

- a. Call your emergency number. The ambulance personnel will decide whether the injured employee should go to the JSC Clinic or a hospital.

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(cont.)

- b. If you are the employee's supervisor, you should go with the employee or send a coworker with the employee to the hospital.
- c. If you go with an injured employee to the hospital, contact the compensation claims specialist when you arrive. The compensation claims specialist will authorize medical treatment at that time.
- d. If you are the employee's supervisor, you should contact the compensation claims specialist immediately after the ambulance personnel begin treating the injured employee and report the following:
 - Name of the employee
 - Whether the employee is a civil servant or contractor
 - The nature of injury
 - When, where, and how it happened
 - The names of any witnesses
 - Where the employee was taken

Remember, your emergency numbers are: x33333 at JSC and Sonny Carter Training Facility, x44444 at Ellington Field, 911 at any off-site location, and x5911 at WSTF.

4. The compensation claims officer or specialist

The compensation claims officer or specialist will:

- a. Counsel you and your supervisor about your responsibilities and benefits after an on-the-job injury or illness.
- b. Help you and your supervisor complete the necessary forms, process the necessary forms he or she must complete, and submit the forms as soon as possible to the Office of Workers' Compensation Programs.
- c. Help you and your management find and correct the cause of your injury or illness.
- d. Monitor your claim and medical information after it is approved to determine when you may return to work.
- e. Authorize a clinic medical officer, your own doctor, or a hospital of your choice to treat you.
- f. Work with your supervisor, the Human Resources Office, and other management officials to provide you light duty assignments and make reasonable accommodations if you are partially disabled by job-related injuries.
- g. Contact the Office of Workers' Compensation Program to get the status of your claim, payment for compensation, and medical care.

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(cont.)

- h. Advise your supervisor, the Safety and Test Operations Division, and the Payroll Office how to charge lost time.
- i. Monitor all claims to verify that all requirements are followed and only valid claims are paid. Submit necessary medical reports to the Office of Workers' Compensation Programs.

5. For more information on workers' compensation

You can find more information in NPD 1840.1, "NASA Workers' Compensation Program."

6. Responsibilities for workers' compensation

- a. As a *line manager*, you must:
 - Make sure that your employees know and fulfill their responsibilities in paragraph 3 above.
 - Fulfill your responsibilities in paragraphs 3 and 4 above.
 - Help an injured or ill employee complete workers' compensation forms.
 - Make sure lost time for injured employees is correctly charged. Contact the compensation claims specialist or Payroll Office for help.
 - Contact the compensation claims officer or specialist if you have valid proof that a claim should be denied as soon as possible.
 - Support the investigation of mishaps that results in a workers' compensation claims.
 - Take action to prevent such mishaps from happening again.
- b. *Site clinics* must:
 - Provide emergency or first-aid care for job-related injuries or illnesses.
 - Document job-related injuries or illnesses.
 - Give the compensation claims specialist any medical information required to support or deny a claim.

Attachment 3.8A

Emergency actions

You must take the following actions in the following situations as described in the table below.

<i>If you . . .</i>	<i>Then . . .</i>
Hear a building fire alarm	<ul style="list-style-type: none">• Leave the building immediately using the exit routes shown on the facility evacuation diagram on your floor.• DON'T use elevators to evacuate – ONLY emergency personnel involved in rescue operations are allowed to use the elevators.• If you need rescue assistance or are a designated “buddy” for a person needing rescue assistance, you should follow the procedures established for your building by the facility manager. See paragraph 8 of Chapter 3.8.• Help others evacuate the facility as needed without delaying your own evacuation or jeopardizing your safety. Use an alternate route if you can't use the primary exit route.• Shut down hazardous operations and secure classified material if you have time.• Go to a “safe area” designated by your supervisor or as stated in the EAP so he or she can account for you. Do not congregate in parking lots, since you may interfere with arriving fire-fighting vehicles.• Move your group to another area if the “safe area” isn't safe.• Remain at least 75 feet from the building in the assembly area until you get further instructions.• NEVER reenter an evacuated area until declared safe by safety personnel on the scene or the ALL CLEAR siren is sounded.• Never use vehicle parking areas as a “safe area” for assembly.
See a fire	<ul style="list-style-type: none">• Evacuate people from the building by pulling the lever on a fire alarm pull box. This will ring the building fire alarm bells and signal the dispatcher.• Call your emergency telephone number from a safe location to make sure the dispatcher got the alarm signal.• Say, “I am calling to report a fire...”• Tell the dispatcher where the fire is (building and room number), how big the fire is, and what type of fire it is (e.g., chemical, electrical, or paper).• Stay on the line until the dispatcher says you may hang up. The dispatcher may put your call on hold briefly while emergency units are dispatched.• Give the dispatcher any information you think would help the emergency personnel find the fire.• Tell the dispatcher your name and the extension from which you are calling.• Meet the facility manager or emergency personnel near the building entrance if possible to relay vital information.• Go to a safe area designated by your supervisor so he or she can account for you.• NEVER reenter an evacuated area until declared safe by safety personnel on the scene or the ALL CLEAR siren is sounded.

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Emergency actions

(cont.)

<i>If you . . .</i>	<i>Then . . .</i>
<p>Smell smoke</p> <p>Smoke may come from many sources such as:</p> <ul style="list-style-type: none"> • Fluorescent light ballast • Appliances such as coffee makers and stoves • Jammed paper in a copy machine • Electronics • Welding or cutting 	<ul style="list-style-type: none"> • Try to find the source of the smoke as soon as possible if it is only a faint odor. • If you can't find the source of the smoke, call your emergency number to ask for help. • If the smell gets stronger, you see flames, or you see large amounts of smoke, evacuate people from the building by pulling the lever on a fire alarm pull box. • Call your emergency telephone number from a safe location to make sure the dispatcher got the alarm signal. • Say, "I am calling to report that I smell smoke..." • Tell the dispatcher where you smelled the smoke (building and room number). • Stay on the line until the dispatcher says you may hang up. The dispatcher may put your call on hold briefly while emergency units are dispatched. • Give the dispatcher any information you think would help the emergency personnel find the smoke. • Tell the dispatcher your name and the extension from which you are calling. • Meet the facility manager or emergency personnel near the building entrance if possible to relay vital information. • Go to a safe area designated by your supervisor so he or she can account for you. • NEVER reenter an evacuated area until declared safe by safety personnel on the scene or the ALL CLEAR siren is sounded.
<p>See or are involved in a medical emergency on your site – even if it isn't work-related</p>	<ul style="list-style-type: none"> • Call your emergency telephone number from a safe location. • Say "I am calling to report a medical emergency. Please send an ambulance to..." • Tell the dispatcher where the emergency is (building and room number) and who the injured person is, if you know. • Stay on the line until the dispatcher says you may hang up. The dispatcher may put your call on hold briefly while emergency units are dispatched. • Tell the dispatcher what and how bad the injury is, whether it seems life-threatening, and whether the person is conscious or breathing. • Give the dispatcher any information you think would help the emergency personnel find the injured person. • Tell the dispatcher your name and the extension from which you are calling. • Have someone meet the emergency personnel near the building entrance if possible. • Don't move the injured person unless he or she is clearly in a life-threatening situation. • Stay with the injured person until medical help arrives. • Make sure blood is cleaned up only by trained personnel.

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Emergency actions

(cont.)

<i>If you . . .</i>	<i>Then . . .</i>
See an explosion, leaking gas, or a chemical spill	<ul style="list-style-type: none"> • Call your emergency telephone number from a safe location. • Don't activate any fire alarms or evacuate any buildings. • Tell the dispatcher what you saw. • Tell the dispatcher what materials are involved, if you know. • Tell the dispatcher where the emergency is and how big the spill, leak, or explosion is. • Stay on the line until the dispatcher says you may hang up. The dispatcher may put your call on hold briefly while emergency units are dispatched. • Give the dispatcher any information you think would help the emergency personnel find the emergency. • Tell the dispatcher your name and the extension from which you are calling. • Stay on the line until the dispatcher says you may hang up. • Stay in your safe location until you get further instructions.

JSC Employee Alarm System



Whoop (low to high siren) - Seek shelter and get more information



3-5 minute Wavering Tone - Attack Warning (nuclear or conventional) (air raid warning)



Wail (single, constant tone) - All Clear



Short Wail (like a noon whistle) - Periodic System Test (1st Thursday of every month at noon)

If you hear the employee warning system:

- Get inside a building as soon possible and warn others to stay inside.
- Close all doors and windows.
- Tell your facility manager, supervisor, or Safety Officer.
- Turn off the air handlers (call x33061 or x32028 for help at JSC).
- Call your emergency number if you have important information about the emergency.
- Move cross-wind to any chemical clouds.
- Stay inside until you get further instructions over the employee warning system.